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1 April 1960

MEMORANDUM FOR THE RECORD:

CIA IDENTIFIABLE DOCUMENTATION INSIDE PACKAGES

1. PROBLEM:

The normal industry practice is for vendors to place a packing list in containers with material. This documentation normally identifies the material as a CIA purchase. Security violations have occurred because documentation has been overlooked and have been in shipments received at field activities.

2. FACTS:

a. **CIA IDENTIFICATION.** The Purchase Order states that the name of the Agency shall not be shown on any packing list, container, invoice, etc. However, the words "Central Intelligence Agency" are a part of the purchase order title and are a part of the address to which the vendor is requested to mail the invoice.

b. **DOCUMENTATION IN CONTAINERS.** The Purchase Order does not include any instructions prohibiting the vendor from placing copies of the packing list in the containers.

3. DISCUSSION:

a. Because of the prominence of the words "Central Intelligence Agency" on the Purchase Order, the vendors normally include the words in their invoices and packing lists. If all identification to CIA were removed from the Purchase Order, it would greatly reduce the possibility of the words appearing on any documentation prepared by the vendor.

b. SO had considered attaching a flysheet to each Purchase Order which would advise the vendor not to put any documents inside the packages. The flysheet idea was not implemented for various reasons.

c. On 17 March a meeting was held to discuss this problem and to find a possible solution. It was mutually agreed upon that the elimination of all references to Central Intelligence Agency in the Purchase Order Form and adding specific information as to inserting packing lists outside the container was the best solution. This meeting was attended by the following:

- Deputy Chief, PD
- Chief, General Purchase Br./PD
- Chief, [REDACTED]
- Chief, DASH/SD

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4. SOLUTION OF THE PROBLEM:

a. The Purchase Order Form 1434 should be revised to include the following changes:

(1) So much of the title of the form as reads "Central Intelligence Agency" will be changed to read "United States Government".

(2) So much of the invoice address as reads "Central Intelligence Agency" will be deleted. Instead, the invoice address will be:

Chief, Fiscal Division
2439 E St. N.W.
Washington 25, D.C.

(3) A specific address will be added to show the office issuing the Purchase Order:

Issuing Office-(address inquiries to)

Procurement Division
2439 E Street N.W.
Washington 25, D.C.

(4) Paragraph 12 under "Terms & Conditions" will be amended to read as follows:

12. IDENTIFICATION AND MARKING - Except as may be otherwise specifically provided in the order/contract, identification and markings of packages, containers etc., shall be as follows:

(a) Internal Packages - The markings on the packages or labels thereon, may identify the content, quantity, order/contract number and other markings (such as handling instructions) which are standard for the particular type of merchandise.

(b) Shipping Containers - The markings on containers or labels thereon, shall include the ship to: (consignee) address, order/contract number and container address. May also include contents, and other markings (such as handling instructions) which are standard for the particular type of merchandise.

(c) Marking Slips - Invoices - Marking slips, list, invoices, etc. MUST NOT be placed inside any internal package or shipping container. All such documentation shall be attached to the outside or transmitted by hand at the time of delivery.

Violations of these requirements will be cause for rejection of merchandise.

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5. COORDINATION:

a. The changes have been coordinated with the following interested personnel and they all concurred in the solution as indicated above.

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[REDACTED] Chief, Fiscal Branch
Assistant General Counsel
OL/Security Staff

b. In addition, Mr. [REDACTED] has coordinated the changes with the General Services Administration.

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6. CONCLUSIONS:

a. No system or procedure could ever be implemented which would guarantee that the vendor has not put documents inside the container. The Depot will still have to check the inside of packages for packing lists.

b. By leaving all references to Central Intelligence Agency off the Purchase Order, it should result in the vendors leaving it off their packing lists.

c. The inclusion of specific conditions regarding no packing lists inside containers should result in the lessening of this problem. It will also afford the Depot the authority to reject shipments in order to force compliance by vendors, if this action is found necessary.

d. It is believed that the changes being made to the Purchase Order will eliminate all possibility that any packing list with the words "Central Intelligence Agency" will ever go out with the material.

e. The Purchase Order is being revised by [REDACTED] and should be in use within 120 days.

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Distribution:

- 2 - Chief, CD
- 2 - Chief, FD
- 1 - Chief, WD
- 1 - OL/Security [REDACTED]
- 1 - [REDACTED]
- 1 - Chief, Fiscal Br.
- 1 - FD/OPD [REDACTED]
- 1 - DSCB/Chromo

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OL/CD/DSCB/ [REDACTED] tmb/1230

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